



Planning & Development • 10770 West Oakland Park Blvd. • Sunrise, FL 33351 • 954.746.3270

PRECONSTRUCTION MEETING CHECKLIST

FOR PROJECTS INSIDE OF THE CITY'S BOUNDARIES

The following is a list of items that **MUST** be on file in the Planning & Development Department **PRIOR** to scheduling a Preconstruction Meeting:

Project Name _____	Project No. _____	Date _____
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Developer Permit executed by both parties

As applicable, letters permitting construction from:

BCPHU _____ EXP _____

DPEP Waste Water _____ EXP _____

DPEP Surface Water Management _____

DPEP ERP Permit _____

Issuance of Development Review Certificate

Final Irrigation Plans Approved and on file with the Planning & Development Dept.

Submission and approval of five (5) sets of **SEWER** Shop Drawings, signed and stamped by both the Engineer of Record and the Licensed Underground Contractor.

Submission and approval of five (5) sets of **DRAINAGE** Shop Drawings, signed and stamped by both the Engineer of Record and the Licensed Underground Contractor.

Submission and approval of five (5) sets of **Lift Station Drawings**, signed and stamped by both the Engineer of Record and the Licensed Underground Contractor.

Submission and approval of five (5) **water and sewer Products Lists** (letter form), signed and stamped by both the Engineer of Record and the Licensed Underground Contractor. List **MUST** conform to the City of Sunrise Approved Products List, and must be submitted using supplied format. Submit catalog cuts for substitutions only.

The Underground Contractor **MUST** furnish copies of his/her license, Broward County Occupational License, Certificate of Competency, Certificate of Insurance, Liability Insurance, proof of Workers Compensation, and State Registration or Certification as an Engineering Contractor.

A copy of the executed agreement between the Developer or General Contractor and the Underground Utility Contractor indicating the cost of construction (breaking down water, sewer).

As applicable, contractor to submit Maintenance of Traffic Plan signed by Site Safety Supervisor.